

INSTRUCTIONS FOR MAKING APPLICATION FOR A LAND USE AMENDMENT

1. The applicant (owner or authorized agent) shall appear at the Department of Planning and Development, 723 West Markham, and complete the required application forms.
2. The applicant shall submit as part of the application three (3) copies of a plan including the following information:
 1. Area plan to scale
 2. Property Boundaries
 3. Proposed Land Use designations
 4. Legal Description
 5. Scale
 6. North arrow
 7. Vicinity map
 8. Adjacent Street Names shown
 9. Street Address of Property
3. A \$60 filing fee (including sign fee) as prescribed by ordinance shall be paid to a City Collector's office immediately after receipt and acceptance of the application. Applicant shall post sign(s) per placement dictated by staff at least 15 days prior to the public hearing.
4. Land Use issues are heard by the Planning Commission on a six-week rotation basis. See Planning Commission Calendar for the current year for exact dates.
5. If application is being made by an agent of the owner(s), an additional separate form "Authorization of Representation Statement" will be required for each owner.

Please Note:

- a) Submission of an incomplete application or noncompliance with the above may cause your application to be withheld and not considered at the meeting and may require the payment of an additional filing fee.
- b) Staff advice as to the land use classification to be utilized does not constitute a recommendation of approval of the application. Staff recommendations are based on field inspections, plans for the areas, reports from other departments and other information.

APPLICATION FOR A LAND USE AMENDMENT

Planning Commission Docketed for _____ at _____ pm.

Case Number LU_____

Application is hereby made to the Little Rock Board of Directors, through the Planning Commission, pursuant to the provisions of Act 186 of 1957, as amended, petitioning to change the Land Use classification of the following described area:

Legal Description: _____

Street Address: _____

Title to this property is vested in: _____
Property owner (print)

If an individual other than the property owner(s) files this application, attachment of form "Authorization Of Representation Statement" is required for each owner.

It is desired that the boundaries shown on the Land Use Map be amended and that this area be reclassified from the present _____ classification to _____ classification.

Present use of property _____

Proposed use of property _____
(to verify requested classification is appropriate)

Applicant's Name _____

Applicant's Address: _____

Applicant's City: _____ State: _____ Zip: _____

Applicant's Daytime Phone: _____ Fax: _____

Planning Commission Action:
Approved: _____ Denied: _____
Date: _____

Board of Directors Action:
Approved: _____ Denied: _____
Date: _____

AUTHORIZATION OF REPRESENTATION STATEMENT

I, _____ do hereby authorize
Property owner (print)

_____ to represent me and my interests in an
Agent/representative (print)

Application for a Land Use Amendment on the following property described below -- include both
legal description and street address.

Legal Description: _____

Street Address: _____

Owner's signature

date

Agent's signature

date

=====

Subscribed and sworn to me, a Notary Public on this _____ day of _____, _____.

Notary Public

My Commission Expires: _____